

To Do List



Action Plan	To Do Item	Due Date
Update Resume	1. Find resume samples	Jan 1
	2. Write resume	Jan 2
	3. Format resume	Jan 3
	4. Have resume reviewed	Jan 10
	5.	
Apply for jobs 3X per week	6. Investigate job sites	Jan 4
	7. Create list of sites/links	Jan 5
	8. Mark time on calendar	Jan 9
	9. Create log of jobs	Jan 11
	10.	
What jobs are available	11. Check sites for jobs	Jan 10
	12. Ask friends/colleagues	Jan 25
	13. Adjust resumes	Jan 30
	14. Create job site checklist	Jan 20
	15.	

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Action Plan	To Do Item	Due Date
Investigate "hidden" market	16. Make list of	Habit
	17. Borrow book from library	Jan 15
	18. Update new action plan from book	Jan 22
	19. Ask 1 person/day how they go their job	Habit
	20. Create "Habit" checklist/reminder	Jan 5
Reach out to network	21. Make list of contacts	Jan 30
	22. Contact 5 from list per week	Habit
	23. Draft email to network	Jan 7
	24. Have email reviewed	Jan 10
	25. Send email to network	Jan 11
Expand network	26. Request 1 introduction per week	Habit
	27. Investigate networking opportunities	Feb 1
	28. Meet 2 new people per week	Habit
	29.	
	30.	

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Action Plan	To Do Item	Due Date
Join networking groups	31. Create list of networking groups	Jan 7
	32. Email contacts about groups	Jan 15
	33. Attend 4 events for month	Habit
	34.	
	35.	
Get PMP Certification	36. Get cert. criteria	Jan 2
	37. Create plan and timeline	Jan 3
	38. Update to do list and calendar	Jan 3
	39.	
	40.	
What other cert. would help What cert. get \$	41. Review job postings for cert.	Habit
	42. Review aspirational postings for cert.	Weekly
	43. Create aspirational list	Weekly
	44.	
	45.	

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Action Plan	To Do Item	Due Date
What are senior skill?	46. Review aspirational postings for skills	Weekly
	47. Update aspirational list	Weekly
	48.	
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